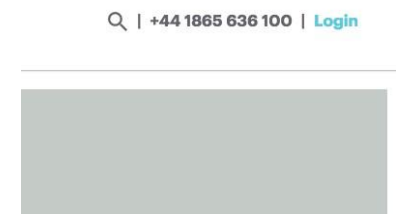
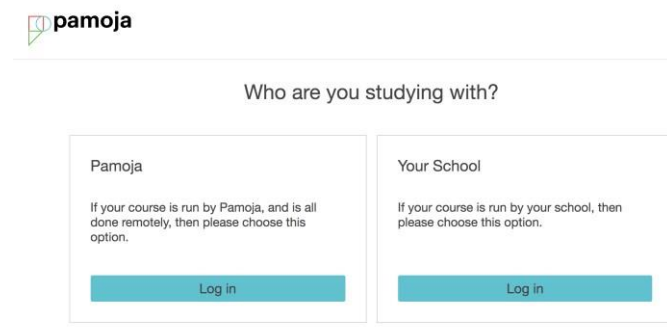
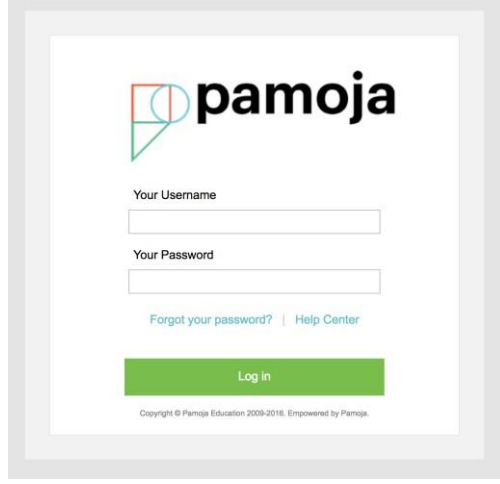
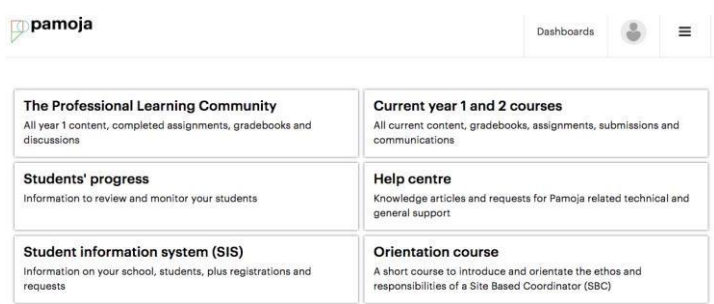
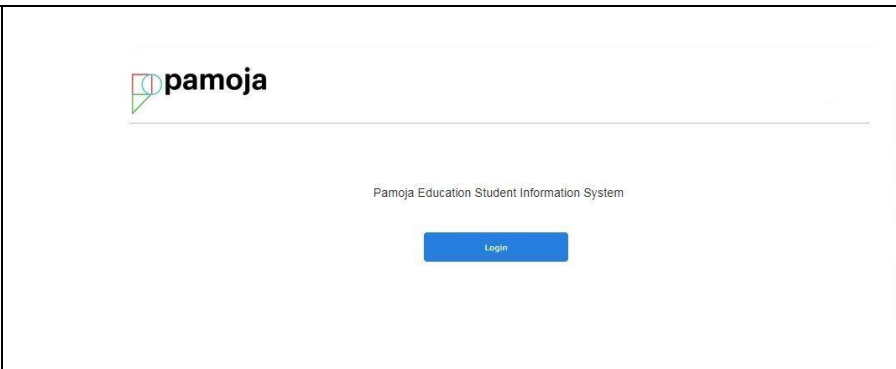
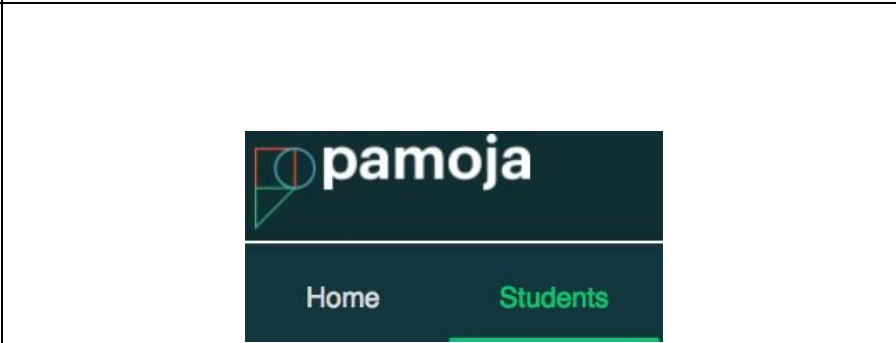

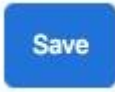


## Registering students in the Student Information System (SIS) and entering online course requests

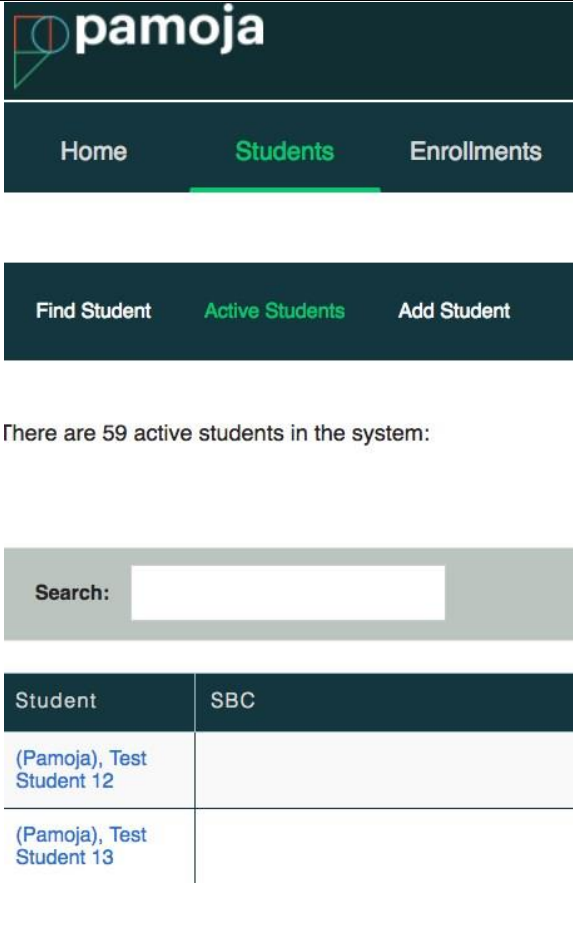
<p>Go to the Pamoja website and click on the <b>Login</b> button on the top right of the screen:  <a href="http://www.pamojaeducation.com/">http://www.pamojaeducation.com/</a></p>	
<p>For Pamoja Taught courses, you will need to select <b>Log in</b> under 'Pamoja'.</p>	
<p>Enter your details and click on <b>Log in</b>. This will be the username and password you received when your school was registered.</p> <p>Please contact <a href="mailto:courses@pamojaeducation.com">courses@pamojaeducation.com</a> if you have any login issues.</p>	
<p>You will now see your dashboard. To enroll a new student, click on <b>Student information system (SIS)</b>.</p> <p><b>Note:</b> If you are a Diploma Coordinator only (and not Sitebased Coordinator) then you will not see this screen. Please skip to the next step.</p>	

<p>Click on the <b>Login</b> button.</p>	
<p>Click on the <b>Students</b> tab at the top of the Home page in the SIS.</p>	
<p>Click on <b>Add Student</b> on the menu on the top of the page.</p>	
<p>Please include as much detail as possible when completing the application form for the student.</p> <p><u>Select the relevant <b>Cohort</b> from the dropdown list:</u></p> <ul style="list-style-type: none"> <li>• Pamoja Taught: Select <b>PJE 2019-2020 Nov(Pamoja Taught)</b> for first year Diploma candidates.</li> <li>• Select <b>PJE 2018-2019 Nov (Pamoja Taught)</b> for second year Diploma candidates.</li> <li>• Select the <b>School Taught</b> cohort for School Taught options.</li> </ul>	<p>Personal Details</p> <p>School Name: <input type="text" value="TEST - May"/></p> <p>Given Name: <input type="text"/></p> <p>Family Name: <input type="text"/></p> <p>Preferred Name(s): <input type="text"/></p> <p>Gender: <input type="text" value="Select..."/></p> <p>Cohort: <input type="text" value="Select..."/></p> <p>During student registration, you will be asked to complete the following fields: Given Name, Family Name, Gender, Cohort, Primary Nationality, Primary Language, Email Address, Candidate Type, Level of written English, Level of spoken English.</p> <p><b>Note:</b> <u>Red fields indicate required information. You will need to provide a valid email address for the student to avoid login issues.</u></p>

Scroll to the bottom of the page, and click **Save**.



At this stage, the student profile will be created and the student will appear on the list of active students shown under the **Student** tab. The student will receive an automated email containing their login details.



The screenshot shows the Pamoja interface with the 'Students' tab selected. Below the navigation bar, there are buttons for 'Find Student', 'Active Students', and 'Add Student'. A message states 'There are 59 active students in the system:'. Below this is a search bar with the label 'Search:'. A table lists active students:

Student	SBC
(Pamoja), Test Student 12	
(Pamoja), Test Student 13	




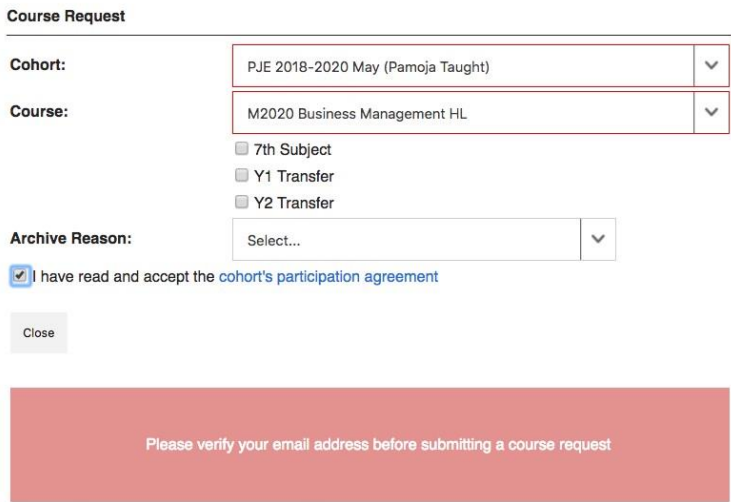
If you wish to edit a student's details, click on their name on the list under **Student** tab, then click on **Edit Information** on the left. Make your changes and ensure that you click **Save** at the bottom of the page.



The screenshot shows a dropdown menu titled 'Main Information' with the following options: 'Main Page', 'Edit Information' (highlighted in green), 'View Information', 'External Files', 'eText Codes', and 'Flags'.

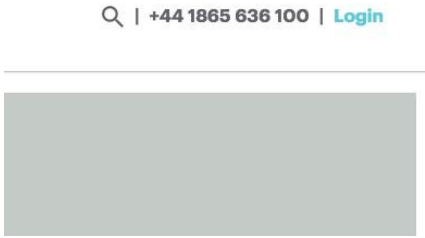
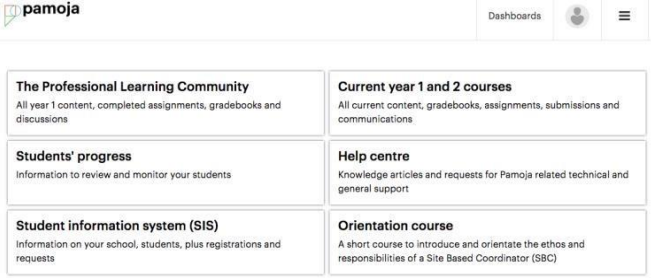
To add another student, repeat the process from **Add Student**.

To complete a student's registration, you must request a course.

<p>Click on a student's name under the <b>Students</b> tab.</p>	
<p>Under the <b>Enrollments</b> section on the menu on the top of the page, click on <b>Requested Courses</b>.</p>	
<p>Click on <b>Add new course request</b>.</p>	
<p>Select the correct <b>cohort</b> from the drop down list.</p> <p>Choose the subject the student wishes to take.</p> <p>Indicate if the online course serves as a <b>7<sup>th</sup> Subject</b> for the candidate.</p> <p>Click <b>Save</b> and the process is complete.</p>	
<p style="text-align: center;"><b>Repeat for each student.</b></p>	



**Once your student’s courses request has been accepted, you will need to complete SBC Orientation.**

<p>Go to the Pamoja website and click on the <b>Login</b> button on the top right of the screen and follow the login steps: <a href="http://www.pamojaeducation.com/">http://www.pamojaeducation.com/</a></p>	
<p>You will now see your dashboard. To find the SBC Orientation, Click on <b>Orientation Course</b>.</p>	
<p>Please then click on the <b>SBC Orientation</b> and work your way through the modules.</p>	